



Iowa Board of Educational Examiners

Conditional Licensure, Late Fees, STEM Award, Ethics - October 2021

Conditional Licensure

Fully-licensed teachers may use conditional licensure to begin teaching in a new endorsement area while they complete the endorsement requirements.

The Class B License is valid for two school years and may be issued under the following conditions:

- The person is the holder of a valid Iowa teaching license with one or more endorsements and is seeking to obtain some other endorsement
- The employer requests the Class B be issued due to an official position offer
- The individual seeking this endorsement has completed at least two-thirds of the requirements or one-half in a shortage area.

The Executive Director Decision License is valid for one school year and may be issued under the following conditions:

- The person is the holder of a valid teaching Iowa license with one or more endorsements and is seeking to obtain some other endorsement
- The employer requests the Executive Director Decision license be issued
- The employer verifies the diligent search to find a fully licensed teacher for the position
- The individual seeking this endorsement is not eligible for the Class B license

Late Fees and Processing Times



Please allow 4-6 weeks for your renewal application to be processed. You may need to apply for an extension if you cannot submit your application 4-6 weeks in advance of your expiration date.

Additionally, late fees are \$25 per month for renewal applications submitted after the expiration date, or \$100 per month for new applicants who serve without holding a license or authorization. There is also a \$25 per month late fee for not holding the proper endorsement.

Common BEDS Staff Reporting Errors

Errors for “not properly endorsed or expired”

- Allow 24-48 hours after a new or conditional license has been issued for the system to sync and clear the error automatically (do not ask for an override right away)
- Teachers with the “pre-1988” clause teaching in grades 7/8 may come up as errors. Add a comment and we will manually override.
- Long-term subs will come up as errors. Add a comment with the name/folder number of the teacher out on leave.
- Add a comment if there are other “not properly endorsed/expired” errors that you need us to review
- Dean of Students – must be an administrator
- Athletic Directors – must be a licensed teacher, administrator, or hold the Activities Authorization (not the coaching authorization)
- Teachers must be reported correctly on BEDS to convert to the standard license
- Administrators must be reported correctly on BEDS to convert to the professional administrator license

Nominate an Outstanding Iowa STEM Teacher!



Every day, exceptional STEM educators across the state are helping prepare students for exciting, high-demand careers. Their passion for science, technology, engineering and mathematics is shaping the future through generations of Iowans. Does that sound like a teacher you know? Nominate them today for the 2022 Iowa STEM Teacher Award,

sponsored by Kemin Industries!

Now in its eighth year, this award recognizes leadership and dedication that increases student interest in, and awareness of, science, technology, engineering and mathematics. The award is given to one licensed, full-time PreK-12 teacher from each of Iowa's six STEM regions.

For this award, a full-time teacher is defined as an educator who spends at least 75% of their working hours (approximately 30 hours, minimum) in the classroom – both virtually and in-person – interacting with students. Nominations for previous recipients of this award and self-nominations will not be accepted. Recipients receive \$1,500 for their classroom, along with an additional \$1,500 for personal use.

The deadline to complete nominations is Sunday, October 10. Recipients will be announced in January 2022.

The nomination process is simple and open to everyone, including fellow teachers, school administrators, students and parents. Visit iowastem.org/teacheraward-application to learn more and submit your nomination.

Ethical Dilemma of the Special Education Teacher

Ethical Dilemma of the Special Education Teacher

What would you do?

Scenario: *You are a relatively new special education teacher. The past year has been a year like no other. You were in the middle of a pandemic. You have been teaching online, hybrid, and/or in person depending on the current COVID numbers in your school. You also have your own child at home. You have a number of IEPs to complete and progress monitoring to finish. You just don't know if you can get it all done or if you should have to under the circumstances. A colleague has suggested that you copy and paste IEPs and put placeholder data into the IEP system while you complete your progress monitoring and then change the data after your work has been completed.*

It's always tempting to go with the advice of a colleague, however you can never be too sure that the colleague is giving you good advice. But let's consider the worst that could happen...

1. You enter fake data for progress monitoring in the system as a placeholder. Your supervisor does a random check of your progress monitoring and has concerns that the data does not match up with your students' capabilities. Your supervisor believes you have entered false data and files a complaint with the BOEE.

Violation of Standard: *282 IAC 25.3(3)(e) Standard III – Misrepresentation, falsification of information. e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.*

1. You complete the IEPs by copying and pasting all of the IEPs with the same progress monitoring goals. You figure no one will compare the IEPs and you will be able to get the work turned in on time. Your supervisor pulls several IEPs and notices they are all generic IEPs and not specific to each student. Your supervisor believes you are not meeting IEP standards and files a complaint with the BOEE.

Violation of Standard: *282 IAC 25.3(3)(e) Standard III – Misrepresentation, falsification of information. e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.*

- You are so overwhelmed but you get the work done – late. You submit your IEPs late and your progress monitoring late.

Violation of Standard: *282 IAC 25.3(8)(a) Standard VIII—incompetence. Violation of this standard includes, but is not limited to: a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.*

Unfortunately, the advice of your colleague has now gotten you in trouble. So next time before following their advice, consider for yourself “what is the worst that can happen” and then decide if it is worth the risk.

What could you do next time?

If you're having concerns about your ability to complete the work on time – contact your supervisor to see what can be done under the circumstances. Even if you are unable to get the work done on time or without assistance, it is still better than answering to an ethical complaint for falsification of IEPs or progress monitoring data.

If you have any questions about this legal dilemma or professional ethics you may contact Nicole Proesch at 515-242-6506 or Nicole.proesch@iowa.gov. However, if you need legal advice on a specific issue, contact your district legal counsel.

Helpful Hints for Administrators

[Bookmark this link](#) for important information about Iowa license types, BEDS information, vacant positions/substitute teachers, ethics presentations, and other important information for school administrators and HR directors.